

December 17, 2014

A regular meeting was called to order by Chair Lucien Langlois at 12:00 noon. Commissioners present were Paul Ingersoll, Paul Poulin and Michael Caron. Members absent from this meeting were ex-officio member Mayor Grenier. Also present for this meeting was Superintendent Viens, Craig Carrigan & Lynne C. Lessard.

There was no Public or Board Comments.

It was moved by Commissioner Poulin, seconded by Commissioner Ingersoll, with all in favor to accept and place on file, the Minutes of November 19, 2014.

Under the Berlin Water Works Monthly Status Report dated December 12, 2014, Craig Carrigan reviewed the following with the Board:

1. The outside garage retaining wall is 95 percent complete. To date \$5,210 (Est. \$11,450) has been spent on redi-rock wall blocks from Coleman Concrete.
2. The City contacted the Water Works to use our Komatsu Loader for a few specific jobs at a rate of \$52/hr.
3. Craig informed the Board that a total of 2,085 feet of 12 & 8 inch pipe was installed on Grafton Street for a cost of \$215/lf. The final paving will be added next year.
4. We received the State Filtration Grant share of \$23,595.41 dated November 25, 2014 for the Lancaster Tank. The Grant portion we receive in August helps with the Water Bond Payments. There is only a few years left on this Grant.
5. Burgess bio – they are still one payment out and therefore forfeited 15% their discount. For the next meeting we will have some language to update our Rules and Regulations for delinquent monthly billing customers for the Boards review.

It was moved by Commissioner Caron, seconded by Commissioner Poulin, with all in favor, to accept and place on file the Berlin Water Works monthly Status Report dated December 12, 2014.

While discussing the Cashier's Report, Craig suggested that we should change the title from Equipment/Vehicle Accrual Account to read "Equipment/Vehicle/Process Control/Electronics". It was moved by Commissioner Caron and seconded by Commissioner Ingersoll to revise the wording. It was moved by Commissioner Ingersoll, seconded by Commissioner Poulin, with all in favor to accept and place on file, the Cashier's Report for the month of November, 2014.

Under Old Business:

- a. Project Status:

1. Hydro-Bidding and Project-Status-Construction On-going, Purchase Orders Status: - The Platform and LP heater are to be installed today. BWW will start painting walls after the walls are heated and dry. We will have a project delay because of the PSNH connection study that will not be completed until January 31. This will delay manufacture and delivery of the turbine and the control panel until late spring.
 2. SCADA Upgrade Process – Status: Charlie Fritz from EII has installed one of the two computers.
 3. Riverside Drive City Project – Tracing and Water Main Design – Status: - We attended a meeting at City Hall held by HEB on December 9th, 2014 to discuss water main design, scheduling and staffing for the Riverside Drive Project. During the meeting, they requested the use of Berlin Water Works Foreman & Crew/Equipment to install drain lines per the \$41k agreement.
 4. As an additional item for Project Status, Craig informed the Board that we have closed out three of the five open contracts with Provan & Lorber. The closed projects are the RUD Pipeline, RUD Water Mains and the NHDOT Project. If NHDOT project requires engineering next year, BWW will negotiate a contract and the payment at that time.
- b. AFSCME Local 1444 Contract – Status: Superintendent Viens and Craig have a meeting scheduled with Attorney Michalik December 18, 2014 to discuss and develop suggested wording.
 - c. Retirement Planning Status-January 2015 - December 19th, 2014 is Superintendent Viens last actual work day and last pay date will be 01/25/15. After discussion, it was moved by Commissioner Caron, seconded by Commissioner Ingersoll, with all in favor, to retain Roland Viens as a Consultant for Berlin Water Works not to exceed 32 hours for the next five months. As he will be out of the State for the next few months, he will retain the Berlin Water Works cell phone for conference/video calls. When he returns in April, he will be on hand for the FY15 Budget preparation. If the current staff feels that Mr. Viens services are still required, the Superintendent will go before the Board to request more hours.
 - d. 103 Cedar Street issue-status-Primex Additional Payment Status: The City Manager informed BWW that Primex has agreed to pay up to \$75k in damages. The repairs should be completed by January 1, 2015.
 - e. Barry Kelley Easement – Status: Craig and Roland spoke with Mr. Kelley about “swapping” property locations. City Manager Jim Wheeler will continue to work out the arrangements.

- f. Other Old Business: Superintendent Viens and Craig met with Pam Laflamme, about of the City's computer upgrade about expectations, cost etc. At this time, we are going to leave our business system "as is", but will make minor upgrades to the offices individual computers. The Board was handed a list of our current systems along with recommended updates.

There was no other Old Business at this time.

Under New Business:

- a. Approve interest payments for '95 Water Bonds in the amount of 8,578.13 due January 1, 2014, prior years it was due February 1. – It was moved by Commissioner Poulin, seconded by Commissioner Ingersoll, with all in favor to authorize payment.
- b. Set up C.D. for 95' Bond Final Payment – August 2015-\$313K – It was authorized by Commissioner Poulin, seconded by Commissioner Caron, for BWB to establish a Certificate of Deposit.
- c. Bi-Carb Safety Improvements & Primex Review – Carol Duval from Primex and the Staff reviewed an employee's accident and planned corrective actions. The original report did not indicate that the injury was job related. However, Superintendent Viens and Craig Carrigan informed her that this was of the fault of BWB and not the employee. She said that the claim cannot be reopened. During her visit, they informed her that we have purchased a Vacuum Tube Lifting System at a cost of \$9,258.00. BWB will install when delivered. This system will provide safe handling of the 50 pound bags of Sodium Bi-Carb.
- d. Review and approve updated Mission Statement and other information for City Website Status: It was moved by Commissioner Caron, seconded by Commissioner Poulin, with all in favor to post the Revised Mission Statement to the City's Website.
- e. At this time Craig asked the Board to re-sign the necessary forms to complete the SRL #11 project in the amount of \$2m as we had the wrong date on a few of the original forms submitted that the Board signed in August.
- f. Approve Other and Communications: Superintendent Viens wanted to thank the Board and staff for all the years of support. And that all things can be accomplished with a "GOOD TEAM".

There was no other new business at this time.

The Board of Water Commissioners will hold their next regularly scheduled meeting on January 21, 2015 at 12:00 noon at their 55 Willow Street location.

There were no Public-Board Comments.

At this time, it was moved by Commissioner Caron, seconded by Commissioner Ingersoll, with all in favor to enter into a non Public Session RSA 91-A:3II(a) – Personnel – Wages-Grievance
RSA 91-A:2I(b-c) –Collective bargaining and consultation with legal counsel. By roll call vote, with all members voting in favor, the Board entered into the non-public session at 1:12pm.

At 1:25pm, the Board re-entered into the Public Session.

It was moved by Commissioner Caron, seconded by Commissioner Ingersoll, with all in favor to promote Craig Carrigan to Superintendent and also to retain Roland Viens as consultant.

There being no further business to come before this meeting at this time, it was moved by Commissioner Poulin, seconded by Commissioner Caron, with all in favor, to adjourn this meeting.

The meeting did so adjourn at 1:27pm.

A True Record:

Attest: _____
Paul Poulin, Clerk of the Board